

CURATOR OF ANTHROPOLOGY SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
4675(0981)	Curator of Anthropology I	02	060	6 mo.	06/30/87
4676(0981)	Curator of Anthropology II	02	060	6 mo.	06/30/87
4677(0981)	Curator of Anthropology III	02	060	6 mo.	06/30/87

Promotional Line: 295

Series Narrative

Employees in positions allocated to this series manage and develop the anthropological collection(s) of a museum. They maintain records of the collection, including reports on the authenticity or attribution of artifacts, and ensure the proper presentation, storage, security, and shipment of museum objects. They identify gaps in the holdings and investigate and arrange for the acquisition of items to fill the gaps or to add other, new items to the museum's holdings. They also develop exhibit themes and/or install exhibits displaying the holdings and make arrangements for the transport of incoming or outgoing collections or exhibits. They also prepare written materials to explain or promote exhibits, the collections, or to other museum activities.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Curator of Anthropology I **4675**

Employees in positions allocated to this level of the series perform entry level duties related to the development, storage, security, and exhibition of anthropological artifacts. They work under general supervision of higher level individuals.

A Curator of Anthropology I typically –

1. assists in records management of collections, such as:
 - a. filing correspondence, collection and exhibit references, and research on anthropological artifacts as directed
 - b. filing records of past and present exhibits, including documentary slides
 - c. assisting with the maintenance of inventory records of the collections
 - d. assisting in preparing written descriptions of objects and affixing accession and/or catalog numbers to objects
2. assists in processes needed or the development of the collections, such as:
 - a. maintaining files of attribution and authentication reports on objects
 - b. filing correspondence related to acquisition of objects or collections

- c. under direction, assisting in the preparation of correspondence and other forms to make arrangements for the acquisition of objects
- 3. assists in the development of exhibits programs, such as:
 - a. compiling material for arrangement of traveling exhibits, new accessions, and loans
 - b. assisting with preparation of objects to be displayed
 - c. under direction and with instruction, operating hand tools to prepare artifacts for display or storage
 - d. providing input in selection of objects for exhibition
 - e. providing information for others, including exhibits designers, to use in the preparation of written information for news releases or catalogs
- 4. assists in the care and security of objects in the collection, such as:
 - a. monitoring temperature and humidity controls and preparing reports
 - b. maintaining cleanliness of exhibits, storage, and work areas
 - c. assisting in preparation of objects for shipment (such as inspecting and cleaning, crafting, and recording incoming and outgoing shipments)
 - d. ensuring that objects are maintained in appropriate area according to “locator file”
- 5. assist with public relations functions such as:
 - a. selecting, assembling, and composing publicity materials
 - b. planning effective promotional activities related to anthropology collections and exhibits
- 6. performs other related duties as assigned

Level II: Curator of Anthropology II**4676**

Employees at this level develop anthropological collections; are responsible for the storage, security, and exhibition of anthropological artifacts; and maintain collections records. They work under direction of higher level individuals.

A Curator of Anthropology II typically –

- 1. is responsible for the records management of collections, such as:
 - a. maintaining and being responsible for the filing of correspondence, references, research reports, and records of past and present exhibits
 - b. determining where records should be filed within the system and keeping the files organized for accessibility, using indexes and cross references where necessary

- c. completing and updating records of location of objects
 - d. preparing and maintaining records for identification and authentication of anthropological objects
- 2. completes tasks needed for the development of the collections, such as:
 - a. being aware of collection content and identifying collection needs
 - b. identifying need for, and investigating sources to develop, attribution and authentication reports and preparing authentication reports and preparing authentication reports under direction
 - c. preparing drafts of correspondence to arrange for acquisition of objects for review by supervisor
 - d. gathering information concerning anthropological artifacts
- 3. develops exhibits programs, such as:
 - a. selecting objects for exhibits as required
 - b. preparing objects for exhibit or storage
 - c. providing information or preparing drafts of written information concerning objects for exhibits designers to use in setting up exhibits
 - d. assisting with the installation of exhibits as required
- 4. is responsible for the care and security of items in the collections, such as:
 - a. specifying needs in museum areas to security guards as necessary
 - b. being responsible for cleanliness of exhibit, storage and work areas
 - c. reporting collection preservation and restoration needs to the director
 - d. preparing objects for shipment, inspecting objects, and completing reports for incoming and outgoing shipments
 - e. maintaining proper condition of exhibits
 - f. monitoring temperature and humidity controls and reporting problems
 - g. reporting problems concerning storage and condition of collections
 - h. making recommendations for security of high risk objects
 - i. maintaining organized and secure system of storage for collections

- j. maintaining a record system showing location of anthropological objects
- 5. recommends equipment needs
- 6. provides public relations functions (such as selecting and assembling publicity materials, including brochures, flyers, calendars of events, posters, bulletins, newspaper articles, and newspaper, radio, and television news releases pertaining to anthropological exhibits)
- 7. provides information to be included in or prepares drafts of correspondence, forms, records, reports, news releases, or brochures as requested
- 8. performs other related duties as assigned

Level III: Curator of Anthropology III**4677**

Employees at this level supervise the development and records management of collections, the development of exhibits, and the care, safety, and security of anthropological artifacts. They work under administrative direction of higher level individuals.

A Curator of Anthropology III typically –

- 1. establishes systems for the records management of collections
- 2. performs research to identify and authenticate anthropology artifacts in the collections
- 3. is responsible for the development of the collections, such as:
 - a. identifying gaps in the collection and making recommendations for enhancement
 - b. independently identifying need for and investigating sources to develop attribution and authentication reports
 - c. making specific recommendations for the acquisition of anthropological objects or collections
 - d. supervising or making arrangements for acquisition of anthropological objects with approval by director
 - e. being aware of availability of specific anthropological objects and making preliminary contacts to determine possibility of acquisition for museum
 - f. composing correspondence to make arrangements for acquisition of objects
- 4. supervises the development of exhibit programs, such as:
 - a. selecting objects for display according to specifications and design plan, in consultation with exhibits designer
 - b. supervising the preparation of objects for storage

- c. supervising the preparation or preparing drafts of written information for use by exhibits designers and director
 - d. supervising the preparation of exhibit objects/collections according to design specifications
- 5. supervises and establishes standards for the care, safety, and security of anthropological objects in the collections, in storage, or elsewhere, such as:
 - a. making recommendations for collection preservation and restoration needs to the director
 - b. making recommendations for improvements in collection storage and exhibit areas
 - c. making recommendations and providing alternate solutions to solve temperature and humidity control problems
 - d. supervising the inspection of anthropological objects and completing condition reports for incoming and outgoing shipments of objects
 - e. supervising the preparation of shipments of collections and traveling exhibits
 - f. supervising the maintenance of the collection storage area
- 6. provides public relations functions (such as selecting and assembling publicity materials, including brochures, flyers, calendars of events, posters, bulletins, newspaper articles, and newspaper, radio, and television news releases pertaining to anthropological exhibits)
- 7. composes correspondence, forms, records, reports, brochures, and catalogs in final form for review
- 8. recommends equipment needs related to collections by supplying specifications, vendors, costs, and justification for purchase
- 9. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Curator of Anthropology I

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CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Bachelor's degree in (i) anthropology or (ii) one of the social sciences or museum studies that included 20 semester hours of credit in anthropology. In all of the above cases the training must have included one or more courses covering techniques used in the preservation, restoration, and/or exhibition of museum collections

or

- (B) experience and/or training that provided a knowledge of anthropology (or one of the social sciences or museum studies and anthropology) and techniques used in the

preservation, restoration, and/or exhibition of museum collections comparable to that normally provided in one of the Bachelor's degree programs described above¹

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of anthropology
2. knowledge of techniques used in the preservation, restoration, and/or exhibition of museum collections
3. ability to acquire knowledge of the methods used in collection development
4. ability to interpret collections and to communicate knowledge and information regarding them
5. ability to maintain records of anthropological objects and collections
6. ability to communicate orally and in writing

Level II: Curator of Anthropology II

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CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of training/experience requirement listed for Level I of this series
2. (A) two years of work experience comparable to level I of this series

or

- (B) (i) Master's degree in anthropology

or

experience and/or training that provided a knowledge of anthropology comparable to that normally provided in a Master's degree program in anthropology²

AND

¹In substituting experience and/or training for college instruction as provided above, it is recommended that, in order to ensure consistent application of these qualifications, the evaluation and verification of an applicant's experience and/or training be accomplished through the cooperative efforts of a person experienced in the appropriate academic field(s) listed above and the preservation, restoration, and/or exhibition of museum collections and the personnel office in a manner that will preserve the applicant's anonymity.

²In substituting experience and/or training for college instruction as provided above, it is recommended that, in order to ensure consistent application of these qualifications, the evaluation and verification of an applicant's experience and/or training be accomplished through the cooperative efforts of a person experienced in anthropology and the personnel office in a manner that will preserve the applicant's anonymity.

(ii) one year of work experience comparable to Level I of this series

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of anthropology
2. skill in applying techniques used in the evaluation, preservation, restoration, and exhibition of anthropological artifacts
3. skill in applying techniques used in cataloging/classifying anthropological artifacts
4. skill in applying methods used in collection development
5. skill in interpreting collections and communicating knowledge and information regarding them
6. skill in maintaining records of anthropological artifacts and collections
7. skill in identifying security, storage, and shipping needs
8. skill in communicating orally and in writing
9. ability to supervise others
10. ability to develop exhibit programs

Level III: Curator of Anthropology III

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CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of training/experience requirement listed for level I of this series
2. (A) three years of work experience comparable to Level II of this series

or

- (B) (i) Master's degree in anthropology

or

experience and/or training that provided a knowledge of anthropology comparable to that normally provided in a Master's degree program in anthropology³

AND

³In substituting experience and/or training for college instruction as provided above, it is recommended that, in order to ensure consistent application of these qualifications, the evaluation and verification of an applicant's experience and/or training be accomplished through the cooperative efforts of a person experienced in anthropology and the personnel office in a manner that will preserve the applicant's anonymity.

(ii) two years of work experience comparable to Level II of this series

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of anthropology
2. knowledge of current market for acquisition of collections and artifacts
3. skill in applying methods used in the development of collections
4. skill in applying techniques used in the selection, evaluation, preservation, restoration, and exhibition of anthropological artifacts
5. skill in interpreting collections and in communicating knowledge and information regarding them
6. skill in communicating orally and in writing
7. skill in supervising others
8. ability to establish records maintenance system
9. ability to perform research to identify and authenticate anthropological artifacts
10. ability to supervise the development of exhibit programs, ideas, and themes

Curator of Anthropology I.....	NEW
Curator of Anthropology II.....	NEW
Curator of Anthropology III.....	NEW